

## **JT&E NOMINATION SUBMITTAL OUTLINE**

*This is a format for submission of JT&E Nominations to the DOT&E JT&E Program Office. This format is designed to help determine the viability of JT&E Nominations and should be followed for nomination briefings to PC and SAC. Written nominations must be updated and forwarded to DOT&E JT&E Program Office every time briefings are updated. If classified information must be used for key information in nomination or briefing make the note that there is a classified annex/slide when forwarded to the JPO and forward classified information via appropriate means. Please use page number recommendations below to keep the nomination succinct. The intent is to not duplicate information among the sections. For QRTs, in addition to the submitting organization, the nomination package will include a flag officer-level signature from a COCOM or Joint Staff, or a letter signed by two or more Service flag officers.*

### **PROGRAM NAME**

#### **1. Title (Cover Sheet – One Page)**

- 1.a. Include the program name and acronym and indicate the organizations of the sponsors.
- 1.b. Identify the point of contact including organization, e-mail address, and phone number.

#### **2. Proposed Problem Statement (One Paragraph)**

The proposed problem statement is a one or two-sentence statement that tells what problem the Joint Test and Evaluation (JT&E) project proposes to solve.

#### **3. Problem Background and Explanation (Five Pages or Less)**

- 3.a. Indicate nature and origin of the problem. (Include examples of missions and scenarios that demonstrate the need.)
- 3.b. Specifically, address what cannot be done now or what inhibits the user from accomplishing the mission. Specifically identify the extent and impact of the problem.
- 3.c. Address for whom this is a problem. Identify COCOM Integrated Priority List reference, where appropriate.
- 3.d. Address who says this is a problem.
- 3.e. Discuss why this is a joint problem (Reference applicable Universal Joint Task List tasks, and/or published doctrine, and tactics, techniques, and procedures.)
- 3.f. Indicate if the joint test will solve the total problem, or a subset of the problem (scope and limitation).

#### **4. Purpose of the Proposed Test (Three Pages or Less)**

There should be direct, evident traceability between the purpose and the problem statement.

- 4.a. Explicitly state the purpose or purposes of the proposed test.
- 4.b. Explain expected results and products if this effort becomes a JT&E project.
- 4.c. Identify expected benefit to the joint warfighter customer. Address what improved operational capability you expect and who would benefit.

#### **5. Related Efforts (Two Pages or Less)**

- 5.a. Address what other organizations are doing with related efforts (include any relevance

- to, and synergy with, other joint test and evaluations). (if none, so state)
- 5.b. Address how the proposed joint test is not duplicative of any other efforts. (if not, so state)

## **6. Joint Feasibility Study (JFS) Logistics (One Page)**

Given the short timeline for completing a JFS, the JFS team needs to be ready to start work once directed. Therefore, the resources needed to conduct the JFS should be identified as part of the nomination package.

- 6.a. Proposed Joint Feasibility Study Director and the persons contact information.
- 6.b. Identify where a 1) JFS and subsequent the 2) JT&E offices would be located.
- 6.c. Identify what resources you anticipate are required to execute a JFS (include a cost estimate that covers items such as travel, supplies, etc.).

## **7. Sponsorship and endorsements**

Nominations need a recourse sponsor and an operational endorsing organization(s) or agency

- 7.a. Identification of sponsoring organization should occur in the title section above.  
Include a copy of the sponsorship<sup>1</sup> letter as an attachment to the nomination.
- 7.b. Operational endorsement(s) is required of all nominations. Include copy of operational endorsement<sup>2</sup> letter from the sponsor described in section 1.a.

Submit to: JT&E Program Office  
4850 Mark Center Drive, 10<sup>th</sup> Floor  
Alexandria, VA 22311  
E-mail: [jpo@jte.osd.mil](mailto:jpo@jte.osd.mil)

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<sup>1</sup> Resource sponsorship commits an organization to provide necessary O&M support (e.g. operational, administrative, government civilian salary, and infrastructure expenses).

<sup>2</sup> Operational sponsorship commits an organization to provide necessary subject matter expertise support (e.g. personnel who can attend one to two day Joint Warfighter Advisory Groups hosted by the Joint Feasibility Study). Operational sponsorship also indicates a willingness to support the operations of a subsequently-chartered Joint Test.